

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

HEALTH PROGRAM ASSISTANT 1 #OC102763
DIVISION OF FORENSIC SERVICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Health Program Assistant
Location: Connecticut Valley Hospital/Russell Hall, Middletown, CT 06457
Job Posting No: **OC102763**
Hours: 8:00 a.m. – 3:30 p.m., Monday – Friday, Full-time 35 hours per week
Salary: \$44,783.00

Position End Date: This position will end on September 13, 2013

Closing Date: December 18, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Health Program Assistant 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties: This position will serve the Division of Forensic Services (DFS) and the DMHAS Prevention and Health Promotion Unit (PHP). **For DFS:** use information from police, courts, Department of Correction, Judicial Branch, DFS program staff, DFS program databases and DMHAS databases to analyze programs, determine outcomes relevant to the state's effort to maintain public safety and reduce incarceration of low risk offenders who need mental health and/or addictions services, determine program cost-effectiveness, make recommendation to inform program management, resource allocation, and strategic planning. **For PHP:** support the work of the State Epidemiological Outcomes Workgroup (SEOW), an interagency group that convenes quarterly to bring systematic, analytical thinking to understanding the causes and consequences of the prevention of behavioral health problems, to support effective and efficient use of prevention and health promotion resources; Upload data to the web-based data repository for registered users; Assist DFS managers by managing specific projects within DFS programs and communicate effectively with community programs; Liaison between DFS and the DMHAS Information Technology staff to develop reports from the DMAHS data system; Liaison to other state agencies to obtain and process agency information and data; Assist in the coordination, collection and analysis of statewide epidemiological data; Prepare raw data sets for upload to a web-based data repository and assist in the preparation written and graphic interpretations of state level behavioral health indicators.

Special Requirement: Incumbent will be required to travel and must have and retain a current motor vehicle operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.